



Outstanding Chapter Member Portfolio Event

Rules (10/08)

(State Event Only)

Outstanding Chapter Member Portfolio, an individual event, recognizes an affiliated member who participates in a variety of chapter functions/activities. The portfolio examples will provide evidence that member contributed towards a balanced chapter program of work that contains the following:

- Community Service
- Financial Planning (fund raising, managing funds)
- Membership Promotion and Retention
- Leadership Development (leadership role, training attended)
- State and National Programs
- Public Relations and Chapter Communication
- Chapter Meetings, Ceremonies and Recognition Activities
- Social and Recreation.

Event Category

Junior, through grade 9

Senior, grades 10 - 12

Occupational, grades 10 - 12.

Eligibility

1. A participant's grade is determined by grade placement during the current school year.
2. Participation is open to any nationally affiliated FCCLA chapter member.
3. Participant must have paid dues prior to participation at State Leadership Conference.
4. Participant may enter Outstanding Chapter Member portfolio Event plus one other STAR Event during year.
5. Participants must be or have been enrolled in a FACS course or program.
6. The Outstanding Chapter Member Portfolio project must be developed and completed between July 1 and April 1 of the current school year.
7. The Outstanding Chapter Member Portfolio project and all supporting materials must be planned, conducted and prepared by the participant only.

Procedures and Time Requirements

1. Outstanding Chapter Member Portfolio is not submitted at the regional level for evaluation.
2. Outstanding Chapter Member Portfolio is turned in on Sunday at State Leadership Conference during the STAR Event Participants Orientation Meeting.
3. A team of adult evaluators will evaluate the portfolio at State Leadership Conference.
4. The Outstanding Chapter Member Portfolio Event does not include an oral presentation or interview.
5. Evaluators will use the rating sheet to score and write comments for participant.
6. The total time scheduled to evaluate each portfolio is twenty minutes.

7. In the event that public viewing of displays is part of the time schedule at State Leadership Conference, the Outstanding Chapter Member Portfolios will be part of this.
8. Outstanding Chapter Member Portfolio will be picked up by chapter member or chapter adviser at end of public viewing.

General Information

1. Spectators are not allowed to view this event during the evaluation process.
2. Portfolio contents should be contained in a notebook, binder, or FCCLA scrapbook. Contents must fit within the dimensions of the portfolio.
3. Audio and/or videotapes are not allowed and will not be considered by the evaluators.
4. When public viewing of displays is part of State Leadership Conference time schedule the Outstanding Chapter Member Portfolio will be part of this. The public viewing will be one-hour in length. Participants may stay with their portfolio during public view time.
5. Participant or chapter adviser is responsible for claiming the portfolio at the conclusion of public viewing. The Wisconsin Association of FCCLA is not responsible for unclaimed items.

Outstanding Chapter Member Portfolio Specifications

Portfolio

The Outstanding Chapter Member Portfolio is a factual representation of the participant's participation in chapter functions/activities. This compilation of materials must be contained in a notebook, binder, or FCCLA scrapbook; the contents must fit within the dimensions of the portfolio. Audio and/or videotapes are not allowed and will not be considered by evaluators. The portfolio must be neat, legible, professional looking and use correct grammar and spelling. The Outstanding Chapter Member Portfolio will be submitted to the Room Consultant at State Leadership Conference on Sunday during the STAR Events Participants Orientation Meeting. The portfolio will contain: 1 project identification page, 1 planning process summary page, and no more than 20 content pages. Every content page must include a title that indicates one of the following:

- Community Service
- Financial Planning
- Membership Promotion and Retention
- Leadership Development
- State and National Programs
- Public Relations and Chapter Communication
- Chapter Meetings, Ceremonies and Recognition Activities
- Social and Recreation.

Content pages are to be single-sided only. Stacking and overlapping are not allowed.

Project Identification Page	8 ½" x 11" project identification page includes: name of event, category of event, participant name, chapter name, school.
FCCLA Planning Process Summary Page	Summarize how each step of the planning process was used to plan and develop the portfolio.
Community Service	Evidence of participation in 2 events with explanation of member's responsibilities
Financial Planning	Evidence of participation in 1 fund raising activity and 1 example of money management for chapter activity/committee with explanation of member's responsibilities
Member Promotion and Retention	Evidence of participation in 1 membership promotion activity and 1 membership retention strategy with explanation of member's responsibilities
Leadership Development	Evidence of attending 1 leadership training with explanation of knowledge/skills gained and 1 example of leadership role assumed in chapter by member
State and National Programs	Evidence of participation in 2 programs with explanation of member's responsibilities
Public Relations and Chapter Communication	Evidence of spreading the word about FCCLA to audiences outside the school setting and/or conducting communication on behalf of chapter with explanation of member's responsibilities, provide 2 examples
Chapter Meetings, Ceremonies and Recognition Activities	Evidence of 2 separate times when member assumed responsibility during these functions with explanation of member's responsibilities
Social and Recreation	Evidence of 2 chapter activities and explanation of member's responsibilities
Knowledge of FCCLA	Document new knowledge member has learned about FCCLA this year.
FACS Course(s)	Provide evidence of knowledge/skills member learned in a FACS course this year.
Essay	Write essay in response to question, "How will the skills you have gained this year through FCCLA influence your future?" using no more than 250 words (include 21 st Century Skills)
Portfolio and Pages	
Appearance	Must be neat, legible, professional, and use correct grammar and spelling.

Outstanding Chapter Member Portfolio Rating Sheet

(State Event Only)

Name of Chapter	Name of Participant
Name of School	Category: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Occupational

Instructions: Circle the exact number and write in the appropriate rating under the "Score" column. If information or evidence is missing, assign a 0. Make comments that will help participants identify their strengths and areas for improvement. Use back of rating sheet if necessary. Total points.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score	Comments
Portfolio							
Project Identification Page includes event, category, name of participant, chapter, school	1	2	3	4	5		
Summarized how FCCLA planning process was used	1	2	3	4	5		
Community Service Projects- evidence of participation in 2 events and explanation of their responsibilities	1	2	3	4	5		
Financial Planning-evidence of fund raising & 1 chapter money management example with explanation member's responsibilities	1	2	3	4	5		
Membership Promotion & Retention-evidence of membership promotion activity and membership retention strategy with member's responsibilities	1	2	3	4	5		
Leadership-evidence of attending 1 leadership training, knowledge/skills gained, 1 example of leadership role assumed in chapter by member	1	2	3	4	5		
State & National Programs-evidence of participation in 2 programs with member's responsibilities	1	2	3	4	5		
Public Relations & Chpt. Communication-evidence of FCCLA PR message to audiences outside school and/or conduct chapter comm. plus member's responsibility	1	2	3	4	5		
Chpt. Meetings, Ceremonies & Recognition-evidence of 2 times participant assumed responsibility during these functions and member's responsibility	1	2	3	4	5		
Social & Recreation-evidence of 2 chapter activities with explanation of member's responsibility	1	2	3	4	5		
Knowledge of FCCLA-document new knowledge member has learned this year	1	2	3	4	5		
FACS Course(s)-provide evidence of knowledge/skills learned in course this year	1	2	3	4	5		
Essay-answers question using examples, includes 21 st Century Skills, 250 words	2 3 4	6 7 8	10 11 12	14 15 16	18 19 20		
Pages-each content page has title, single-sided, contents fits within dimensions of portfolio	1 2	3 4	5 6	7 8	9 10		
Appearance-neat, legible, professional, used correct spelling & grammar	1 2	3 4	5 6	7 8	9 10		

Total Score			
Evaluator Signature		Room Consultant Initials	